

Government of the People's Republic of Bangladesh
Foreign Training Section, Ministry of Industries
91, Motijheel C/A, Dhaka.
www.moind.gov.bd

No. **36.00.0000.052.25.008.18--**

Dated: 04 June, 2018

Chief Accounts Officer
Ministry of Industries
CGA Bhaban, Segunbagicha, Dhaka.

Subject: Permission to participate in the Top Management Forum on "Knowledge Management and Innovation for SMEs" to be held in Nadi, Fiji from 18 to 20 July, 2018.

The undersigned is directed to inform you that the Government of the People's Republic of Bangladesh is pleased to allow **Mr. Md. Shahid Bakhtiar Alam**, Joint Secretary, Ministry of Industries, Dhaka and **Mr. Muhammad Arifuzzaman**, Senior Research Officer, National Productivity Organization(NPO), Dhaka to participate in the **Top Management Forum on "Knowledge Management and Innovation for SMEs" to be held in Nadi, Fiji from 18 to 20 July, 2018** (excluding transit and travel time) under the following terms and conditions:

2. Terms & conditions:

- a. All expenses in this connection will be borne by APO. Travel Tax, Embarkation fee and other fees/taxes payable as per existing rules/regulations if paid by participant at any airport shall be reimbursed by Ministry of Industries/NPO.
 - b. They will be treated as on duty during the tour and transit and will receive pay and allowances for this period accordingly.
 - c. They will not be allowed to draw their pay and allowances in foreign currency.
 - d. They will not be allowed to extend their stay abroad beyond the permitted time.
 - e. They will have to submit a concise report (1-2 pages) in English after returning from abroad to the Secretary, Ministry of Industries within seven days in this regard.
3. This order is issued with the approval of the competent authority.

Sincerely yours,


(Mir Khairul Alam)

Deputy Secretary

Phone: 9563582

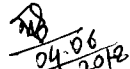
e-mail: dsfortr@moind.gov.bd

No. **36.00.0000.052.25.008.18-- 2521106**

Dated: 04 June, 2018

Copy for kind information & necessary action to :

01. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary, Ministry of Foreign Affairs, Dhaka (with the request to take necessary action for issuing Note Verbale).
03. Embassy/High Commission of Bangladesh to Fiji [by diplomatic bag].
04. Additional Secretary(Administration), Ministry of Industries, Dhaka.
05. Director General, Department of Immigration & Passport, Dhaka.
06. P.S. to Hon'ble Minister, Ministry of Industries, Dhaka.
07. Mr. Md. Shahid Bakhtiar Alam, Joint Secretary, Ministry of Industries, Dhaka.
08. Director, Hazrat Shahjalal International Airport, Dhaka
09. Director, National Productivity Organization(NPO), Dhaka
10. Deputy Secretary (Common service/ Budget), Ministry of Industries, Dhaka.
11. P.S. to Secretary, Ministry of Industries, Dhaka.
- ✓ 12. System Analyst, Ministry of Industries, Dhaka (To upload in the website of Ministry of Industries).
13. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
14. Accounts Officer, Ministry of Industries, Dhaka.
15. Mr. Muhammad Arifuzzaman, Senior Research Officer, National Productivity Organization(NPO), Dhaka
16. Office copy.


(Mir Khairul Alam)
Deputy Secretary